

10 March 1960

OFFICE OF COMMUNICATIONS MEMORANDUM No. 4-60

SUBJECT: Designation of Beneficiary Forms

1. All personnel are reminded of their responsibility to insure that the various "Designation of Beneficiary" Forms are completed, kept current, and revised as occasion demands. There are three such forms in current use. They are to designate beneficiaries for the following:

Federal Employees' Group Life Insurance (SF-54)

Unpaid Compensation of Deceased Civilian Employee (SF-1152)

Civil Service Retirement System. (SF-2808)

2. Unless specific designations are indicated on the appropriate forms, payments due from any and/or all sources listed in Paragraph (1) will be made as follows in the order listed:

- (1) To the widow or widower.
- (2) If neither of the above, to the child or children in equal shares, with the share of any deceased child distributed among the descendants of that child.
- (3) If none of the above, to the parents in equal shares or the entire amount to the surviving parent.
- (4) If there be none of the above, to the duly appointed legal representative of the estate of the insured, or if there be none, to the person or persons determined to be entitled thereto under the laws of the domicile of the insured.

IT IS NOT NECESSARY FOR THE INSURED TO DESIGNATE A BENEFICIARY UNLESS HE WISHES TO NAME SOME PERSON OR PERSONS NOT INCLUDED ABOVE, OR IN A DIFFERENT ORDER.

S E C R E T

S E C R E T

SUBJECT: Designation of Beneficiary Forms

Page Two

3. When changes in the aforementioned designations are warranted, it should be borne in mind that other agency-sponsored and private insurance designations should also be reviewed to determine if changes are required.

4. If there are questions concerning this matter, please contact Chief, Personnel Branch, OC-A, 2314 "I" Building, and he will provide whatever assistance is required.

STATOTHR

STATINTL



Deputy Director of Communications

Distribution: #5